



JOB DESCRIPTION

Employee Name: Faith Marie Savill

Job Title	Director of Volunteer Infrastructure
Reports to	Executive Director

OUR VALUES AND POSITION PURPOSE

MAGFest Inc. is a nonprofit located in Baltimore with the mission of sharing the wonder of videogames and the music in and inspired by them.

DUTIES AND RESPONSIBILITIES

- Provide and manage volunteer support
 - Answer volunteer questions
 - Assign volunteers to the appropriate departments
 - Communicate volunteer perks
 - Handle volunteer documentation based on state
 - Handle and process volunteer misconduct
 - Manage a committee of volunteers
 - Survey volunteers
- Responsible for volunteer hotel accommodations and roommate requests
- Routing pertinent questions to the appropriate individuals
- Handle forum management
- Create and manage policies for volunteers
- Create and maintain a volunteer handbook
- Handle mailing lists for departments
- Write event volunteer newsletters and a large monthly newsletter
- Manage 250 hotel rooms on average
- Ensure follow up with department heads to fill out checklists
- Fill needs for quality of staffers
- Ensure that volunteers are being credited after every event
- Collect and manage data
- Manage division directors and department heads

- Handle reports against staff from volunteers
- Ban overtly problematic volunteers
- Main point of contact for MAGCon
- Manage accommodations, food, and volunteers for MAGCon
- Oversee the donation based fundraising processes for the organization
 - Recruit and manage fundraising team
 - Brainstorm fundraising campaigns
 - Determine feasibility of campaigns with the assistance of DBO
 - Create and maintain a fundraising calendar
 - Create goals for fundraising events in consultation with DBO
 - Plan or oversee small events in consultation with the Events Director
 - Ensure proper staffing and other related requirements are met
 - Manage all donor communications
- Contribute to grant applications as requested by DBO including but not limited to:
 - Assistance with grant writing
 - Assistance with implementation of grant programming which may include recruitment and scheduling as it relates to volunteers
- Assist in maintaining the CRM database as required per activities recorded within stated system
 - Primarily responsible for volunteer management within the CRM
- Manage Safe Committee
 - Develop & publicize external protocols/resources
 - Develop & train members on internal protocols/resources
 - Schedule & run Safe Committee meetings
 - Prepare Safe Committee meeting dockets
 - Record Safe Committee meeting notes or delegate as appropriate
 - Maintain detailed case records in Google Drive and/or Jira or delegate as appropriate
 - Develop onsite Safe Committee “report takers” team for Super MAGFest
 - Develop report-taking resources for onsite security staff
 - Manage contracts, budgets, and staffing coverage with Uplift
- Other duties as assigned

AUTHORITY

- Continually lead and inspire staff to the highest standards and best practices.
- This position does not have the ability to hire / fire or the ability to change other employee’s terms and conditions of employment.

QUALIFICATIONS

- Volunteer management or human resources: 5 years (Required).
- Candidate must have a minimum of five year’s proven experience (10 years preferred) in the management, training, and recruitment of volunteers.
- Reliable transportation, a valid driver’s license, car insurance, and college degree in a related field are required.

- Non-profit, human resources experience and/or working in an animal related field is a plus.
- Knowledge of workplace non-profit donation matching policies
- Confluence or wiki knowledge a plus
- Management experience a plus
- Strong verbal and written skills
- Experience managing people
- Knowledge of emotional intelligence
- Ability to multitask
- Good at prioritizing

EMPLOYEE ACKNOWLEDGMENT

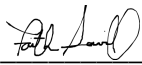
I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I further acknowledge that I meet all the qualifications listed therein.

Employment with MAGFest is at-will and either party can terminate the employment relationship at any time with or without cause and with or without notice. Nothing in this job description modifies the at-will employment relationship.

I understand that MAGFest may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name Faith Savill

Date: 10/07/2020

Employee Signature 

It is the policy to provide equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.